

# Town of Erie Internship Program



The Town of Erie may offer internship opportunities to university and vocational students or recent graduates in a variety of departments. These opportunities are dependent on each department's needs and the annual budget approved by the Board of Trustees. For some internship opportunities, candidates may go through a competitive selection process, while others may not.

## **Goal:**

The goal of the Town of Erie's Internship Program is to provide the intern with the opportunity to apply information and skills obtained in the classroom to real-life working situations. The program also offers interns the opportunity to gain experience in planning, organizing, and leading in the workplace. Interns will also be able to evaluate various local government career opportunities.

## **Job Description:**

The job description for each program will be generated by the department/division requesting the intern. Internships are approximately 12-15 weeks in length, approximately 40 hours per week (or the equivalent of approximately 520 work hours). Interns may or may not be paid (if so, they are classified as temporary employees) and are not eligible for fringe benefits.

## **Internship Requirements:**

- Eligible candidates shall have taken university course work related to the internship opportunity.
- Each eligible candidate shall complete a Town of Erie employment application.
- Each eligible candidate shall include a current transcript of university course work. A minimum overall GPA of 2.8 is required.
- Selected candidates shall meet Town standards for drug screen, background check, and driving record review, as required by a particular position, as well as be eligible to work in the United States (if applicable).

## **Internship Program Requirements:**

Some interns may receive course credit for participating in an internship. It is the responsibility of the hiring manager to obtain, understand, and complete the requirements of the university to allow the intern to receive course credit. In addition, the intern shall have the opportunity to do the following:

- Orientation: The intern will gain an understanding of departmental and Town policies. The intern will also gain a broad understanding of the management of the Town of Erie, including, facilities, finances, human resources, etc.
- Special Project: The intern and program supervisor will determine the type and scope of the project. The intern will plan, organize, promote, implement, purchase supplies (as necessary) and present the project for evaluation
- Class Instruction: The intern will teach at least one class during the length of the internship
- Meetings: The intern will attend at least one departmental meeting and one Board of Trustees meeting

**Intern's Responsibilities:**

- Understand Town and departmental policies
- Perform all duties assigned in a professional and efficient manner
- Wear appropriate attire
- Consult supervisor for clarification and/or direction regarding issues and procedures
- Prepare and participate in meetings with supervisor to assess internship progress
- Access to reliable transportation

**Town's Responsibilities:**

- Educate intern regarding Town and departmental policies and the management of the Town in general
- Provide meaningful and varied experiences that will enhance the intern's professional development
- Provide direction, counseling and supervision to intern
- Plan and organize a supervised work experience that is practical to intern
- Assign the intern a position comparable to the responsibilities of a beginning, full-time employee that is compatible to the intern's abilities and career goals
- Evaluate intern's performance and provide constructive analysis
- Evaluate the performance of the intern on behalf of university professor

**Parks & Recreation Facility Overview:**

The Parks & Recreation Department currently manages one recreation and community center, 198 acres of developed parkland, one 41-acre community park, nine neighborhood parks, 600 acres of open space, 33 miles of trails, one skatepark, one outdoor spryypad, one inline skating rink, one cultural/historical site, 11 picnic areas, 20 athletic fields, 12 playgrounds, two reservoirs with fishing access, one sand volleyball court, one cemetery, one concessions facility.

- Parks Division - Natural Resource/Park Management
  - 1 Spring Internship
  - 1 Summer Internship
  - 1 Fall Internship
- Recreation Division - Sports
  - 1 Spring Internship
  - 1 Summer Internship
  - 1 Fall Internship
- Recreation Division - Active Adults
  - 1 Spring Internship
  - 1 Summer Internship
  - 1 Fall Internship
- Recreation Division - General Recreation
  - 1 Spring Internship
  - 1 Summer Internship
  - 1 Fall Internship

**Application Procedure:**

All of the following must be completed to be considered:

- Town Employment (Intern) Application ([www.erieco.gov](http://www.erieco.gov))
- Cover letter
- Resume
- Transcript documenting 2.8 GPA
- Letter of recommendation from his/her advisor
- Application materials must be received by:  
December 2, 2013 (Spring Internships)  
April 14, 2014 (Summer Internships)  
June 9, 2014 (Fall Internships)

For questions, please contact:

Paul Reed (Assistant Parks Superintendent)  
303.926.2874

[preed@erieco.gov](mailto:preed@erieco.gov)

Erie Community Center Management  
303.926.2550

For more information about the Parks & Recreation Department, please view our website at:  
[www.erieco.gov](http://www.erieco.gov) - click on "Parks & Recreation" under "Departments"